

Chief, Security Division

30 June 1953

Chief, Physical Security Branch

Accomplishments of Physical Security Branch during Year
ending 30 June 1953

1. A purely statistical treatment of the accomplishments of the Branch would not be an accurate reflection of the work of the Branch. There are many activities undertaken by the Branch which do not lend themselves to statistical treatment, such as the countless discussions and conferences held with the Security Officers and operating personnel of the Agency to resolve security problems of a wide variety requiring individual handling; the security educational program which is conducted almost continuously by various members of the Branch among groups and/or individual employees of CIA.

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ellicated and extended investigations and major surveys. In addition, studies are constantly conducted for the purpose of improving the Agency's security methods and procedures.

2. Some of the measurable units of work accomplished during the year ending 30 June 1953 are given below:

A. INVESTIGATIONS

Total 758

1. Security Violations, Responsibility fixed	541
2. Security Violations, No violations charged	116
3. Lost documents, Violations charged	13
4. Lost documents, Violations not charged	20
5. Improper Transmission of Classified Matter	20
6. Possible Compromise of Classified Matter	10
7. Other Security Matters	30
8. Theft of Government Property	8

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B. PHYSICAL SECURITY SURVEYS

Total 176

1. Major Security Surveys--CIA installations and areas
2. Special Security Surveys--Restricted rooms, vault areas, conference rooms, etc..... 120

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C. IDENTIFICATION PROCESSING

Total 26,809

1. Persons processed for identification purposes ..
2. Fingerprint cards completed and submitted to
FBI for processing

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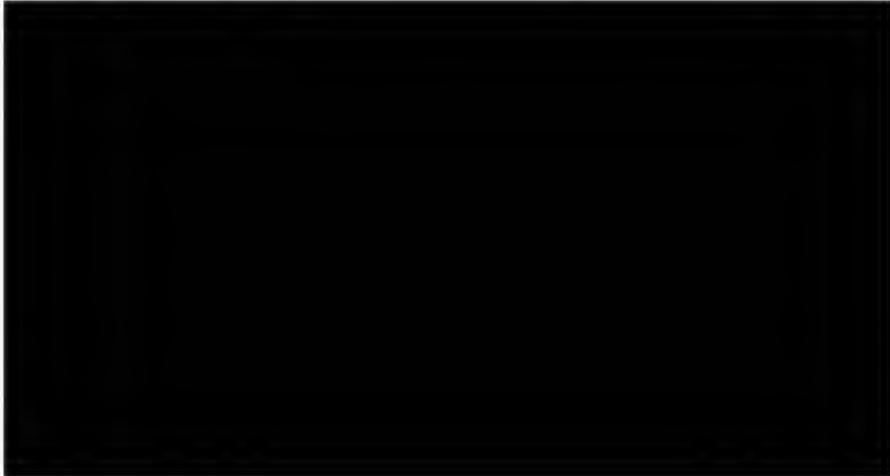
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3. Regular and Temporary Badges made and issued	██████████	25X9A2
4. Limited and Special Passes made and issued	2,083	
5. Regular and Temporary Badges destroyed	██████████	25X9A2
6. Limited and Special Passes destroyed	421	

D. FIREARMS PROGRAM

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E. VISITOR TRAFFIC

Total 110,676

1. Persons admitted to Agency buildings by Visitor Admittance Cards	100,652
2. Persons admitted as applicants for employment.	10,024

F. SAFETY PROGRAM

1. Major Building Safety Surveys conducted	11
2. Major Installation Safety Surveys conducted	3
3. Warehouse Safety Surveys conducted	11
4. Special Safety Inspections completed	113
5. Fire Evacuation Drills conducted	16
6. Computations made and Placement recommended for various type floor loads	66

G. GUARD PROGRAM

1. Instructions submitted through Captain of CIA Guard Group	174
2. Personal History Statements submitted to Personnel Security Branch in connection with clearance of Guards	67

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H. INDOCTRINATIONS & BRIEFINGS Totals 99 Classes,



1. Basic Security Indoctrination Lectures	52 classes,
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2. Special Security Briefings 47 classes, 160 persons

I. PHYSICAL SECURITY CONFERENCES HELD or ATTENDED Total 346

1. Building Security Problems	45
2. Security Investigations	268
3. Technical Security Matters	33

J. TECHNICAL SECURITY PROGRAM

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K. SAFE COMBINATION CHANGES AND REPAIRS Total 11,179

1. Combination changes completed	7,359
2. Major safe repairs arranged for	558
3. Secondary repairs completed	3,262

L. CLASSIFIED WASTE DESTRUCTION

Classified waste collected from Agency installations
and burned 988,300 lbs.

M. NIGHT SECURITY OFFICE ACTIVITIES

Security problems and matters handled and resolved
during non-working hours 4,914

3. Some of the major activities of the Branch which cannot be reflected
by cold statistics:

A. AGENCY REBADGING PROGRAM

This is a project in which every single member of the Branch
has participated, many of them on an overtime basis. The scope

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and magnitude of this project is difficult to visualize for any person who has no understanding of the many aspects involved. To give some idea of the work accomplished on this program the following steps may be mentioned:

- (1) Ordering the necessary badge-making equipment and component units
- (2) Determining all employees who entered on duty prior to 1 January 1950
- (3) Rephotographing all such employees
- (4) Filing photographic prints
- (5) Designing, having printed, issuing, collecting and filing physical description (IBM) cards
- (6) Coding the physical description
- (7) Verifying the coding
- (8) Designing and having printed two sets of IBM permanent file cards
- (9) Obtaining alphabetized lists of all Agency employees by offices
- (10) Obtaining from those offices which have restricted areas lists of persons authorized to have restricted area numbers on their badges
- (11) Typing physical description codes on badge inserts
- (12) Recording badge number on physical description card
- (13) Pulling photographs from files
- (14) Photo-locking and blanking them preparatory to lamination
- (15) Assembling component units of the badge including restricted area designations if appropriate and laminating
- (16) Trimming the laminated badge
- (17) Checking all badges for possible rejects
- (18) Interfiling badges with IBM cards
- (19) Final checking of completed badge
- (20) Having the duplicate set of permanent file cards punched by Machine Records from our work card
- (21) Sending teams to various offices to issue new badges
- (22) Assigning secret numbers to each individual and maintaining records of such numbers
- (23) Collecting and destroying old badges
- (24) Filing each set of permanent IBM file cards

B. INDOCTRINATION ROOM

A great deal of time was spent in obtaining the Security Office Indoctrination Room. Some of the work involved in this project includes designing and drawing plans for the room and ordering the necessary equipment and supplies (projection machines, sound equipment, drapes and rugs, air conditioning and ventilating systems, furniture, lighting and other acces-

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series). Numerous conferences were held by many members of the Branch with representatives of commercial concerns, General Services Office and Graphics Register concerning the selection, ordering and acquisition of the equipment and materials. The installation of the machinery and equipment, as well as the electrical and carpentry work, was accomplished under the direction of and with supervision of representatives of the Branch.

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C. WAREHOUSE

In connection with the consolidation of warehouse activities and the construction of the large new [REDACTED] Warehouse, the Branch provided security support on a number of problems. Many conferences were held in the preliminary planning stages and a survey was completed and reports submitted containing appropriate recommendations pertaining to the physical security of the building. These included, among other things, the establishment of a guard force, the erection of a fence, appropriate floodlighting of the area, designation of entrances and exits to be used and others to be barred or sealed, provisions for the restricted area within the warehouse and telephone service for guards. In addition to the general accomplishments mentioned above, the Branch provided special security support for that period when the actual movement of material to the new warehouse would take place. This included the designing and making up of three special type badges to be visibly displayed by all persons entering the warehouse and providing additional guard service during this period when all entrances to the warehouse would be open. The CIA Safety Officer attached to the Branch made a complete and thorough safety survey of the new warehouse and submitted appropriate recommendations in connection therewith.

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D. TESTING AND DEVELOPING NEW SAFEKEEPING EQUIPMENT

During the past year members of the Branch have been quite active in developing a more secure safe type file cabinet. Based on information furnished to the Branch, certain tests were conducted on the Remington Rand four-drawer safe file cabinet and it was ascertained that such cabinets could be forcefully entered, quietly and quickly. As a result of such tests numerous conferences were held with officials of Remington Rand, Inc., to devise a modification kit that could be installed on all present safes. Two such kits ultimately were made by Remington Rand and were submitted to the Branch for testing. One kit requires extensive work for installation. The second is a modified version of the first and consists of fewer parts and requires less time to install. Kits of both types were installed on safes and tested. It was found that both proved successful. Information concerning the weaknesses existent in the Remington Rand four-drawer safe file cabinets were made known to certain other government agencies. As a result of the increased interest in a more secure type of cabinet, Remington

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Rand has developed a new type cabinet embodying many more security features. This new type safe is presently undergoing tests by members of this Branch working in conjunction with another Agency. A determination is pending as to the security implications, especially overseas, which may be present were we to order and install modification kits on our existing safes. As a result of the work accomplished in this field, efforts are being made to draft a new set of Federal Specifications for four-drawer safe file cabinets.

On this same subject, many conferences were also held with officials of the Herring-Hall-Marvin Company in connection with the development of a new cabinet being manufactured by them. A sample cabinet was submitted to the Branch for testing after which the security weaknesses discovered were discussed with the company representatives. Suggestions were made as to how such difficulties could be corrected. A second sample was later submitted for testing and again certain suggestions were made as to how the cabinet could be improved. The company is now developing another cabinet incorporating all the recommended changes.

The Shaw-Walker Company has also developed a new cabinet which was submitted to the Branch for inspection and testing. A cursory inspection was made of the cabinet after which the company requested that it be transferred to another agency for their inspection. Tests of the cabinet are presently being made by another agency in conjunction with members of this Branch.

E. SECURITY REGULATIONS

During the past year CIA Regulations were revised and rewritten. Those sections dealing for the most part with the Security Regulations Manual were revised and rewritten by the Branch.

F. TRAINING COURSES

Several members of the Branch participated in SO Training Courses given at Building #13. In addition to these courses, extensive training in all phases of the Branch activities was given to many security officers destined for overseas assignments. Special "personal" briefings were given to several high-level persons entering on duty with the Agency.

G. PHYSICAL SECURITY SUPPORT

(1) [REDACTED]

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The Branch provided physical security support to the three stations mentioned above during the past year in connection

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with transportation problems involving sensitive materials, cover and support of such materials while in transit, laminating appropriate badges and credentials and providing emergency telephone support for classes in training.

(2) National Security Council

A physical security survey was made of the area occupied by the National Security Council together with appropriate recommendations for the securing of such area, the furnishing of guards during non-working hours and appropriate supervision of such guards.

(3) Armed Support

Members of the Branch furnished armed security support to the CIA Credit Union in connection with the transportation of large sums of money between the CIA Credit Union offices and a downtown bank. During the past year 101 such trips were made involving a total of \$4,210,000.

Armed support was also furnished in connection with the transportation of highly sensitive classified documents to and from and between [REDACTED] such trips require the services of two members of the Branch. The trip lasts about one week. During the past year 9 such trips were made.

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In addition to the above, the Branch is called upon from time to time to furnish armed support in connection with the movement of highly classified material. During the past year the following trips were made:

3 to the White House for the DCI
1 to the Airport for the DCI
2 accompanying Mr. Pforzheimer to the Senate Committee on Atomic Energy

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1 to [REDACTED]

1 to [REDACTED]

3 to [REDACTED]

1 to Reproduction Plant, [REDACTED] for ORR

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In addition to the foregoing, any member of the Branch who has been trained and qualified in the use of firearms is required to respond to ADT alarms wired into this Branch. There are three such installation: One in the Director's office, one in the Finance office and one in the Finance vault.

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Special Report

Personnel Security Branch, Security Division

For the year ending 30 June 1953

PART I

During the fiscal year ending 30 June 1953, there were three significant changes in the operations of the Personnel Security Branch. First, in August 1952, a representative of the Branch was physically assigned to the Central Processing Branch of the Personnel Division in order to improve the security briefing functions for persons travelling overseas. Second, in November 1952, the manually posted record system of the Branch was replaced with a machine records system which, in addition to saving time on control and statistical problems, furnishes the basic cards necessary for the improved visible index locator system also installed in November 1952. Third, in March 1953, there was instituted the program of briefing, where necessary, the dependents of employees departing for overseas posts.

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